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ABSTRACT

These national standards are designed to provide a uniform pattern for establishing and operating effective apprenticeship programs for sign, display, and allied workers. Included in the volume are the following: provisions of the standards (definitions, qualifications for apprenticeship, selection of apprentices, terms of apprenticeship, related instruction, ratios of apprentices to journeymen, apprentice agreements, probationary periods, apprentice wages, veterans allowances, credit for previous experience, basic hours of work for apprentices, supervision of apprentices, consultants, accident prevention, adjusting differences, work experience, and certificates of completion); adapting national standards to local use (local joint apprenticeship committees, coverage, duties of local committees, responsibilities of apprentices, modification of standards, filing with the registration agency, and cooperating agencies); and federal laws and regulations affecting the employment and training of apprentices (wage determination regulations for federally financed and assisted construction, joint training funds, equal employment opportunity in apprenticeship and training, safety and health training, and related technical instruction). Appended to the guide are a model affirmative action program, sample work process schedules, and guidelines for apprenticeship recordkeeping. Concluding the guide are lists of regional offices of the Bureau of Apprenticeship and Training, a list of state and territorial apprenticeship agencies, and sample registration and apprenticeship completion certificates. (MN)

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National Apprenticeship and Training Standards for Sign, Display, and Allied Workers Industry

U. S. Department of Labor
W. J. Usery, Jr., Secretary

Employment and Training Administration
William H. Kolberg
Assistant Secretary for Employment and Training

Bureau of Apprenticeship and Training
Revised 1976

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PREFACE

Set forth in this booklet is the second edition of the National Apprenticeship and Training Standards for Sign, Display, and Allied Workers, formulated and adopted in 1962. They were developed by the Sign, Display, and Allied Workers Industry National Joint Apprenticeship and Training Committee in cooperation with the U.S. Department of Labor, Bureau of Apprenticeship and Training. This committee represents the sign, display, and allied workers employers and the Brotherhood of Painters and Allied Trades.

The purpose of these national standards is to provide a uniform pattern for use by employers and labor in the industry in setting up and operating effective apprenticeship programs. In addition to itemizing the various basic recommendations relating to the employment of apprentices in the recognized branches of the trade, the national standards include recommendations concerning the local application of the standards, the selection of applicants for apprenticeship, the appointment of shop apprenticeship committees to supervise the training of apprentices in each shop, and related instruction requirements of apprentices.

It is hoped that all employers and labor representatives in every community will take full advantage of these National Apprenticeship and Training Standards for Sign, Display, and Allied Workers and the related information presented, in establishing, improving, and conducting local apprenticeship programs.

STANDARDS JOINTLY DEVELOPED AND ADOPTED BY EMPLOYERS AND LABOR

In order that there may be continuous activity and progress in the national apprenticeship program in the sign, display, and allied workers industry trades, the National Joint Employer-Labor Apprenticeship and Training Committee was established to serve in an advisory and promotional capacity to the industry. This committee is made up of representatives of the sign, display, and allied workers industry employers and the Brotherhood of Painters and Allied Trades. Representatives of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and of the Trade and Industrial Education Service, U.S. Office of Education, serve as consultants to the committee.

To enable young persons to obtain the training necessary to equip them for the responsibilities they must assume as successors to the present generation of craft workers, the national committee has developed, for the guidance of local employer and labor groups, the national standards of apprenticeship and training contained in the following pages. It is through the cooperative effort and initiative of the local groups that the national committee looks for ever-increasing apprenticeship and training activities.

These national standards represent the considered judgment of leading employer and labor representatives in this industry concerning the essential factors in the development of highly skilled craft workers. The national committee will arrange for every assistance possible to be given to the local groups in establishing practical and sound apprenticeship programs. It will review the operation of apprenticeship programs and the development of apprentice training in the industry through periodic surveys, and make such recommendations as may be necessary for improving the effectiveness and completeness of the training of apprentices.

NATIONAL JOINT SIGN, DISPLAY, AND ALLIED WORKERS INDUSTRY APPRENTICESHIP AND TRAINING COMMITTEE

Representing the International Brotherhood of Painters and Allied Trades

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Washington, D.C.

Robert Petersdorf
General Secretary-Treasurer
Washington, D.C.

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Westchester, Ill.

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PROVISIONS OF STANDARDS

1. Definitions

A *sign, display, and allied worker apprentice* is a person who is:

a. At least 16 years of age.
b. Engaged in learning a trade covered by these standards.
c. Covered by a written agreement, hereinafter called an "apprenticeship agreement," with a local joint committee, acting as agent for the employer, or with an employer with approval of the agreement by the local joint committee.

The term *registration agency* shall mean a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, or, if no such recognized agency exists in the State, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.[1]

2. Qualifications for Apprenticeship

Applicants for apprenticeship must be at least 16 years of age. (The local joint apprenticeship and training committee will have the authority to set the maximum age limit.) All applicants shall satisfy the local joint committee that they have the ability and aptitude to master the rudiments of the trade and have sufficient education to satisfactorily complete the required hours of related instruction. Applicants must be physically able to perform the work required of the trade, and meet such other qualifications as shall be established by the local joint apprenticeship and training committee.

3. Selection of Apprentices

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as

[1] Local application of these national standards in States having recognized apprenticeship councils may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training and the State apprenticeship agencies are available to advise on such standards.

required under applicable Federal law and regulations issued thereunder.

Local joint apprenticeship and training committees shall establish proper selection standards and procedures for applicants interested in an apprenticeship in the sign, display, and allied workers industry. Application forms, appropriate interviewing techniques, and aptitude tests are essential tools of the selection process and, properly used, provide some degree of assurance that the applicant possesses the qualities necessary to succeed in the trade. Among other benefits to be derived from adequate selection procedures are:

a. Better qualified apprentices.
b. Reduction in turnover.
c. Savings in time, money, and effort in training.
d. More competent and highly skilled craft workers.

The National Joint Sign, Display, and Allied Workers Industry Apprenticeship and Training Committee's model affirmative action program appears in these standards as appendix A.

4. Term of Apprenticeship

The term of apprenticeship in the sign, display, and allied workers industry shall be as provided in the schedule of work process of on-the-job training (app. B), which shall include the probationary period and the required hours of related supplemental instruction. The term shall be divided into 6-month periods.

5. Related Instruction

Apprentices shall attend related supplementary instruction classes at local schools not less than 144 hours per year for each year of their apprenticeship, when available. Where it is impractical to establish related instruction classes, the local committee may substitute other organized trade, industrial, or correspondence courses of equivalent value.

However, all apprentices, regardless of the trade branch in which employed, shall receive at least 288 hours of supplementary instruction related to commercial sign work. Time spent in related instruction shall be credited to the apprenticeship term. Apprentices shall not be allowed to work overtime when such work will interfere with their attendance at related instruction classes. In case of failure without due cause on the part of apprentices to fulfill their obligation as to school attendance and conduct, the local committee shall take necessary disciplinary action.

Any agreement to pay apprentices for time spent in related instruction shall be in conformity with State laws. Local joint apprenticeship committees should request the assistance of local schools in providing the necessary related instruction.

Suggested related instruction:

a. Use of tools and materials
b. Brushes, all types
c. Lettering pens, drafting tools, etc.
d. Paints, vehicles, and pigments
e. Use of various background materials
f. Care and use of equipment—ladders, ropes, etc.
g. Preparation and treatment of all surfaces
h. Lettering—history and development of alphabets
i. Layout and design
j. Process work
k. Bulletins and wall signs
l. Pictorial painting
m. Training aids, such as applicable films and literature obtainable from trade manufacturers
n. Safety
o. Display and exhibit design and fabrication

6. Ratio of Apprentices to Journeymen

Provisions in local standards covering the ratio of apprentices to journeymen shall be worked out according to local practices or agreements.

7. Apprentice Agreement[2]

Each apprentice shall be covered by a written agreement of apprenticeship with the local joint committee, or the agreement may be between the apprentice and the employer with approval by the joint committee. All apprentices shall be registered with the appropriate registration agency.

Each apprenticeship agreement shall contain a statement making the terms and conditions of the local standards a part of the agreement. For this reason, every apprentice (and if a minor, the parent or guardian) and employer will be required to read the local standards of apprenticeship before signing the agreement.

[2] Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staff of the State apprenticeship agency or from the Bureau of Apprenticeship and Training, U.S. Department of Labor.

The apprentice, employer, the joint committee, and the registration agency, if required, shall each receive a copy of the signed apprenticeship agreement.

The registration agency shall be notified of all cancellations and terminations of apprenticeship agreements.

8. Probationary Period

Apprentices employed under these standards shall be subject to a tryout or probationary period, to be determined by the local joint committee, but which shall not exceed 500 hours of reasonably continuous employment. During the probationary period, the termination or cancellation of the apprenticeship agreement shall be made by the local apprenticeship committee at the request of the apprentice or employer. After the probationary period, the agreement may be canceled by the local committee after adequate cause has been shown, and all parties to the agreement have had an opportunity to be heard.

9. Apprentice Wages

It is recommended that the schedule of wages for apprentices be established on a percentage of the prevailing local journeyman sign, display, and allied workers wage rate, and increased each 6 months to completion of apprenticeship.

The local joint committee shall examine apprentices before each period of advancement to determine whether they have shown satisfactory progress and what degree of proficiency and quality of work they have achieved.

10. Veterans Allowance

Local apprenticeship programs that have not previously applied for approval should do so by contacting the State apprenticeship agency to obtain application forms and additional information.

Active apprentices who are registered under local apprenticeship programs and qualify as eligible veterans may be eligible to draw training allowances.

Apprentices registered in local programs should determine whether they are eligible for training allowances by filing an application, along with a copy of their apprenticeship agreement, with the nearest Veterans Administration office.

11. Credit for Previous Experience

Applicants with qualifications in excess of the minimum requirements may be admitted to advanced standing.

The amount of credit given for previous experience shall be determined by the joint committee after careful review of the merits of each individual case.

Apprentices who receive credit for previous experience shall be paid, upon entrance, the wage rate of the period to which such credit advances them.

12. Basic Hours of Work for Apprentices

The basic hours of work for apprentices shall be the same as for journeymen employed in the trade. Apprentices shall not work overtime unless assisting a journeyman, or as provided for in the working agreement.

Apprentices absent from the services of their employer through their own fault shall make up all such time lost before being advanced to the next period of apprenticeship.

13. Supervision of Apprentices

The contractor shall designate a particular person, who may be the superintendent, supervisor of apprentices, or a journeyman, to be responsible for the training of apprentices. Such designee shall, with the advice and assistance of the local joint apprenticeship and training committee, be responsible for the apprentices' work experience on the job, for their attendance at related classes, and for the recording of same on record forms provided for this purpose.

It shall be the duty of the supervisor to see that these forms are complete in every detail and forwarded to the local joint committee each quarter. The local committee shall keep a master record of the apprentices' work experience and related instruction. Records will be maintained for 5 years.

14. Consultants

The committee may request interested agencies or organizations to designate a representative to serve as a consultant. Consultants will be asked to participate without vote in conferences on special problems related to apprenticeship which pertain to the interests of the agencies or organizations they represent.

Representatives of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and the appropriate State apprenticeship council are available on request to provide assistance to local joint apprenticeship committees.

15. Accident Prevention

Apprentices shall receive instruction on accident prevention and safe and healthful working habits during their entire term of apprenticeship. Such instruction will be coordinated with actual work being performed on the job and the tools and equipment being used.

16. Adjusting Differences

The employer and the apprentice shall have the right and privilege of appeal to the local joint committee in the event of disputes or controversies arising over any provision of the local apprenticeship standards which cannot be satisfactorily settled between them. The local committee shall hear all parties and make such adjustments as it may consider necessary.

17. Work Experience

During their apprenticeships, apprentices shall be taught the use, care, and effective and safe handling of all tools and equipment commonly used in the trade. They shall be given work experience and training to assure them of the skill and proficiency characteristic of a fully qualified and competent craft worker. See the recommended schedule of work experience and training in appendix B.

18. Certificate of Completion

Apprentices who complete their apprenticeship shall be awarded a certificate by the local joint committee, attesting to their satisfactory completion of training, and recognition as qualified sign, display, and allied workers journeymen. Certificates of completion are available from the registration agency for all apprentices completing their apprenticeship under registered standards. These ceremonies may be accompanied by a program of events or awards at each graduation class.

ADAPTING NATIONAL STANDARDS TO LOCAL USE

1. Local Joint Apprenticeship Committee

It is recommended that a local joint apprenticeship and training committee, equally representative of management and labor, be established to be responsible for the administration of the local apprenticeship standards, and for coordinating them, where desirable, with the apprenticeship standards of other groups in the community.

Where an organization of employers and employees exists, such an organization should each appoint an equal number of its members to serve on the local joint committee. Where no employer or employee organization exists, a committee may be formed in like manner by volunteers who agree to carry out the national standards as herein set forth.

Representatives of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and/or the State apprenticeship council, if one exists in the State, are available upon request to attend meetings of the joint apprenticeship committee as advisers and consultants on labor standards applicable to apprentices, on the development of administrative procedures for the conduct of apprenticeship, and on any problem relating to apprentices and apprenticeship.

2. Coverage

It shall be the duty of each local joint apprenticeship and training committee to identify its area of operation and to assume responsibility for the training of all sign, display, and allied workers industry apprentices by employers within that area with whom the local union has bargaining agreements. The local committee shall also encourage all other employers in the area to employ and train apprentices under its system of apprenticeship, and any employer who desires to do so may participate in the local program by signifying agreement to the terms and conditions of training prescribed in the local standards.

3. Duties of Local Committees

The local joint committee shall develop local apprenticeship standards consistent with these national standards, covering such items as:

a. Provision for adequate funding of its program through its local collective bargaining agreement.
b. Method of selecting apprenticeship applicants on a non-discriminatory basis.
c. Schedule of work experience on the job.
d. Progressively increasing schedule of wages for apprentices.
e. Provision for supplemental related instruction.
f. Provision for instruction on safe working habits and accident prevention.
g. Provision for reviewing and testing apprentices' progress, both on the job and in related instruction.
h. Provision for adjusting complaints regarding apprenticeship.
i. Procedure for providing apprentices with certificates of completion.

It shall be the responsibility of the local committee to:

a. Conduct surveys to determine the need for, and the availability of, apprentices in the local area.
b. Ascertain whether the contractor undertaking to train apprentices has the necessary facilities to assure necessary training.
c. Place each apprentice under agreement. Where the apprentices are indentured to the local joint committee, the committee shall make every effort to keep them continuously employed and assure them of well-rounded training and experience in all phases of the trade by rotating them, whenever possible, among the various participating contractors. Where the apprentices are indentured to the contractor, and the contractor is unable to provide reasonably continuous employment for them, the local joint committee shall exert every effort to place them temporarily with another contractor with the understanding that the contractor to whom they are regularly indentured shall have first call on their services when and if that contractor is able to furnish employment for them.
d. Assure that the apprentices are receiving the necessary on-the-job experience and related technical instruction.
e. Conduct a final examination for apprentices to establish their status as journeymen in the trade.
f. Notify the appropriate registration agency of all terminations and cancellations of apprenticeship agreements.
g. Prepare and submit all reports concerning its apprentice-

ship program that may be legally required by local, State, or Federal agencies and the respective national organizations.

h. Supervise the enforcement of all the provisions of the standards.

If the local joint apprenticeship committee is unable to adequately perform the above duties on a voluntary basis because of the size of the program or for other reasons, it should consider appointing a coordinator of apprenticeship to assist in the supervision and administration of the program.

4. Responsibilities of Apprentices

The local joint committee should impress upon all apprentices that, in signing the apprenticeship agreement, they have voluntarily agreed to abide by the provisions of the local standards. It shall also inform apprentices of their responsibilities and obligations under the apprenticeship program, as follows:

a. To perform diligently and faithfully the work of the trade and other pertinent duties assigned by the local joint committee and the employer in accordance with the provisions of the standards.

b. To respect the property of the employer and abide by the working rules and regulations of the employer, union, and local joint committee.

c. To attend regularly and to complete satisfactorily the required hours of instruction in subjects related to the trade, as provided under the local standards.

d. To maintain such records of work experience and training received on the job and in related instruction as may be required by the local joint committee.

e. To develop safe working habits and conduct themselves in their work in such a manner as to insure their own safety as well as that of their coworkers.

f. To work for the employer to whom assigned to the completion of their apprenticeship, unless they are reassigned to another employer or their agreement is terminated by the local joint committee.

g. To conduct themselves at all times in a creditable, ethical, and moral manner, realizing that much time, money, and effort will be spent in affording them an opportunity to become skilled craft workers.

5. Modification of Standards

These national standards of apprenticeship may be modified at any time by the Sign, Display, and Allied Workers Industry National Joint Apprenticeship and Training Committee. Such modification shall be submitted to the Bureau of Apprenticeship and Training, U.S. Department of Labor, for approval.

No modification or changes in these national standards shall affect local programs currently in operation at the time the modification is made, nor shall such revisions alter apprenticeship agreements in effect in local programs at the time of the change without the express consent of all parties to such agreement. Local standards may be subsequently modified through procedures worked out with the registration agency to effect changes in policy.

6. Filing with the Registration Agency

As soon as the local apprenticeship standards have been developed and approved by the sponsoring local groups, the local joint committee shall file a copy with the registration agency. The joint committee shall furnish the registration agency with any additional information required by Federal or State laws or regulations affecting apprentices. The joint committee shall also register a copy of each apprenticeship agreement with the registration agency.

7. Cooperating Agencies

Local joint apprenticeship committees may obtain assistance in the formulation and administration of apprenticeship programs from:

a. National Sign, Display, and Allied Workers Industry Joint Apprenticeship and Training Committee, Director of Apprenticeship and Training, Brotherhood of Painters and Allied Trades, Washington, D.C.
b. Brotherhood of Painters and Allied Trades, Washington, D.C.
c. Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C., with field offices in principal cities (see list at the back of this booklet).
d. State apprenticeship councils, State labor departments, or State industrial commissions (see list at the back of this booklet).

e. The Division of Vocational Education, U.S. Office of Education, which administers and supervises Federal funds appropriated for apportionment among the States for vocational education. The assistance of State and local boards of vocational education is also available upon request.

FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT AND TRAINING OF APPRENTICES

1. Wage Determination Regulations for Federally Financed and Assisted Construction

The Secretary of Labor, through the office of the Wage and Hour Administrator of the U.S. Department of Labor, determines the prevailing wages for construction mechanics and laborers employed on Federal or federally assisted construction projects. (Details of these regulations will be found in parts 1 and 5, title 29, subtitle A, Code of Federal Regulations, covering labor standards provisions applicable to public contracts.)

Local joint apprenticeship committees should advise all contractors participating in the local apprenticeship program that, in case they are awarded a contract for a federally financed or assisted construction project, their apprentices must be employed under a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor. If no such recognized agency exists in the State, the apprentice program must be registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor. Further, apprentices so employed must be individually registered with the appropriate registration agency.

The contractor must present to the contracting officer for acceptance written evidence of such registration, including evidence of the established ratios and wage rates applicable in the project area.

2. Joint Training Funds

Legality of Training Funds.—Training funds for use in defraying the cost of apprenticeship or other training programs to which employers contribute are authorized under the Labor-Management Reporting and Disclosure Act of 1959, which amends section 302 of the Labor-Management Relations Act of 1947.

The National Training Fund.—The National Joint Apprenticeship and Training Committee recognizes that the need to train craft workers in the industry is nationwide in scope. It has, therefore, established a national apprenticeship and training program to assist the local areas in establishing or modifying their present training programs to keep abreast of the technological

progress and advancements being made in industry.

To finance this program, the parent organizations have initiated and signed a national trust, known as the Sign, Display, and Allied Workers Apprenticeship and Training Fund. The parent bodies, by becoming signatories to this trust, have obligated their affiliates to make a maximum effort to establish in their collective-bargaining agreement a provision calling for a cents-per-work-hour employer contribution to this trust fund. A provision for adequate financing to defray expenses of the local joint apprenticeship and training program can and should be provided for in the same collective-bargaining agreement clause. More detailed information, including sample trusts and appropriate clauses for collective-bargaining agreements, is available from the National Joint Apprenticeship and Training Committee.

Tax Exempt Status of the Trust.—Training trust funds are considered to be tax exempt by the Internal Revenue Service under section 501(c)5 of the Internal Revenue Code of 1954.

Employer contributions to the training trust fund are deductible as ordinary and necessary expenses in the conduct of their business under section 162(a) of the Internal Revenue Code.

3. Equal Employment Opportunity in Apprenticeship and Training (Titie 29, Code of Federal Regulations, part 30, as amended April 8, 1971)

This regulation requires that programs of apprenticeship registered with the U.S. Department of Labor, or with a State apprenticeship agency recognized by the Department, include in the standards the equal opportunity pledge stated in the regulation. The pledge provides for the recruitment, selection, employment, and training of apprentices during their apprenticeship without discrimination because of race, color, religion, national origin, or sex.

The regulation further requires that each apprenticeship program sponsor who employs five or more apprentices adopt an appropriate apprentice selection method and affirmative action plan, including goals and timetables if analysis indicates deficiencies in the utilization of minorities in the program.

Detailed information regarding the application of nondiscrimination requirements under title 29, CFR, part 30, as amended, may be obtained from the Bureau of Apprenticeship and Training, U.S. Department of Labor, or the recognized State apprenticeship agency.

4. Safety and Health Training

The employer shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that are in compliance with either the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal standards.

5. Related Technical Instruction

The local joint apprenticeship and training committee may obtain assistance in formulating, adopting, and funding related technical instruction classes from the Division of Vocational and Technical Education, U.S. Office of Education, which administers and supervises Federal funds appropriated for apportionment among the States for apprentice and journeyman training. Assistance may also be received from State and local boards of vocational education.

APPENDIX A
AFFIRMATIVE ACTION PROGRAM

1. Preamble

The apprenticeable crafts within the sign, display, and allied workers industry have traditionally been open to all regardless of religion, color, or national origin. As a matter of historic fact—reflected in the 14-percent minority membership of the International Brotherhood of Painters and Allied Trades throughout the Nation—many members of groups once considered to be "minority groups" have found the craft to be an avenue to economic advancement. This industry has participated for more than 7 years in apprentice entry programs and in Job Corps preapprenticeship training programs. It has utilized the second highest number of Outreach Program completers in the construction industry.

In keeping with its accelerated efforts, the Sign, Display, and Allied Workers Industry Joint Apprenticeship and Training Committee therefore has adopted this affirmative action program to assure both continued nondiscrimination and equal employment opportunity in all phases of the recruitment, selection, training, employment, and upgrading of all apprentices.

Our experience indicates that underrepresentation of any group in local apprenticeship programs, where such underrepresentation exists, is due primarily to one or more of the following causes:

a. A historic pattern of choice favoring other occupations;
b. A lack of information concerning the nature of, and the opportunities within, the craft; or
c. The failure of what could be described as our society's total educational system to equip individuals to meet the basic minimum requirements for apprenticeship.

This affirmative action program is designed to achieve equal employment in local sign, display, and allied workers industry apprenticeship training programs by:

a. Assuring continued nondiscrimination.
b. Providing a steady flow of information concerning the nature of the industry's apprenticeship and training programs so that it will be clear to all minority groups that selection is based on qualifications alone, without regard to race, color, religion, sex, national origin, or occupationally irrelevant physical handicaps.

c. Cooperating with and assisting outreach efforts designed to recruit, prepare, and motivate minority group members for entry into apprenticeship.
d. Continuing with ongoing national preapprenticeship programs and encouraging local participation in such programs.

2. Analysis of Minority Participation

Upon receipt from the Secretary of Labor, or a person or an agency designated by the Secretary, of official Government figures on the numbers and proportion of minorities in its labor market area, the joint apprenticeship and training committee (JATC) shall make a detailed analysis of the employment of minority group workers in the classifications covered by its apprenticeship program. On the basis of this analysis, it will determine the level of intensity required for each of the detailed steps outlined in part 3 of this program in order to achieve program objectives.

3. Affirmative Action Procedures for Local Joint Apprenticeship and Training Committees

a. *Informational Activities*

(1) Maintain up-to-date printed material to acquaint interested parties or groups with the nature of the work performed within the sign, display, and allied workers industry. Such material shall explain the qualifications for entrance into local apprenticeship programs.
(2) Distribute such informational material to the appropriate Bureau of Apprenticeship and Training (BAT) or State apprentice council (SAC) representative and, to the extent possible, appropriate community groups and other interested parties, groups, and organizations, such as those engaged in outreach efforts.
(3) Make available films and visual aids prepared by national bodies associated with the national sign, display, and allied workers industry.
(4) Arrange for participation whenever possible by JATC members (or other qualified industry representatives) when invited to informational programs such as counselor workshops or school career day activities.
(5) Work with other building trades apprenticeship programs to establish and maintain periodic workshops for school

and appropriate employment counselors.

(6) Cooperate and counsel with the local school boards concerning the needs of the industry and how the transition from school to work can best be accomplished.

(7) Cooperate with other building trades apprenticeship programs in efforts to secure public service time on radio and TV stations which can effectively reach the minority community.

b. *Selection*

(1) Where apprentice applications are accepted periodically rather than on a year-round basis, notification of apprenticeship openings shall be made at least 30 days prior to the earliest date of application in the following manner:

(a) The BAT or SAC representative serving the program shall be notified in writing.

(b) In a SAC State, the State supervisor of the BAT shall also receive notice.

(c) The superintendent of schools shall be notified.

(d) All State employment service offices in the training area shall be notified.

(e) Notice will be provided to appropriate outreach organizations, such as Apprenticeship Outreach or LEAP operated in the area by the area building trades council, or responsible and established civil rights groups interested in recruiting, preparing, and motivating group members to meet apprenticeship qualifications.

(f) Notice in the form of a press release shall be provided to media known to have minority group readership or listenership.

(2) The selection procedure outlined in the local apprenticeship standards shall be followed uniformly for all applicants regardless of race, color, religion, sex, national origin, or occupationally irrelevant physical handicap. All apprentices shall receive credit for experience, training, and skills on an equal basis.

c. *Recruiting, Preparing, and Motivating Minority Applicants*

(1) The joint apprenticeship and training committee shall assist or join, as circumstances warrant, in cooperative efforts with other building trades apprenticeship programs and appropriate community groups to develop and maintain an outreach program for recruiting and such preap-

prentice training as minority group individuals may require to enable them to enter apprenticeship programs.

(2) Interested government agencies and outreach organizations shall be advised of the nature of any tests required under the standards adopted by the JATC to facilitate proper pretest educational efforts.

d. *Internal Communication Within the Industry*

(1) The joint apprenticeship and training committee will inform the local union and participating employer groups of this affirmative action program and of the need to encourage special consideration by journeymen and supervisors.

(2) The committee shall also disseminate information within the industry to acquaint all involved with the objectives of the program to secure maximum cooperation.

To achieve the objectives of this affirmative action program, the joint apprenticeship and training committee shall alter or supplement the program from time to time as experience dictates.

APPENDIX B
WORK PROCESS SCHEDULES

These schedules are examples of the type of work experience and training considered necessary to develop a skilled and productive worker in the sign painting trade. Within the limits of basic trade requirements, local joint apprenticeship and training committees will find the schedules sufficiently flexible for adaptation to local conditions for allocating the approximate experience required.

1. Work Experience Schedule for Sign, Display, Illuminated Sign, and Screen Printing Industry

	Number of hours
a. *Sign Painter (Commercial and Sign Branch)*	
(1) Safe and proper utilization of tools, equipment, ladders, scaffolding, and rigging	1,800
(2) Sketching and designing	1,500
(3) Knowledge of patterns and layouts	1,000
(4) Execution of lettering and pictorial signs	2,000
(5) Color mixing and matching	600
(6) Background preparation	1,000
(7) Gilding (glass and surface)	1,500
(8) Safety standards and laws applicable to sign industry	600
TOTAL	10,000
b. *Sign Painter (Outdoor Advertising Branch)*	
(1) Safe and proper utilization of tools, equipment, ladders, scaffolding, and rigging	1,000
(2) Pictorial painting (actual application)	3,000
(3) Color mixing and matching	1,000
(4) Preparing backgrounds	400
(5) Layout and designing	2,000
(6) Lettering	2,500
(7) Safety standards and laws applicable to sign industry	100
TOTAL	10,000

	Number of hours
c. *Sign Painter (Erector)*—Erects and installs sheet metal, plastic, electric and neon signs; also all other types of signs, letters, and bulletins	
(1) Fabricating and erecting structures	400
(2) Layout installations of pylon and other signs set on poles or beams	600
(3) Sign foundations (cement or other)	100
(4) Spacing and erecting signs, individual letters, and other visual identification items on structures according to sketches, drawings or blueprints	300
(5) Stress analysis	100
(6) Safe and proper utilization of sheet-metal tools, power tools, rigging, ladders, scaffolds, and bosun chairs	600
(7) Sign welding	1,500
(8) Layout, measuring, and blueprint reading	100
(9) Power-operated field equipment (booms, hoisting equipment, staging, and other) necessary for the erection of all sign components and equipment	1,500
(10) Corrective and preventive maintenance of power-operated field equipment	200
(11) Safety standards and laws applicable to the operation of the above tools and equipment	100
(12) Display wiring and assembly and interconnecting signs	400
(13) Priming closed area of signs	100
TOTAL	6,000
d. *Sign Painter (Tube Bender)*	
(1) Safe and proper utilization of tools and equipment necessary for bending, pumping, and repairing all glass tubes from 5mm to 25mm used as conductors of electricity for whatever purposes intended	2,500
(2) Setting up equipment for tube bending and pumping including, but not limited to, gas bottles, gas burners, stopcocks, bombarding equipment, and choke	1,700
(3) Setting up and reading metering equipment to	

	Number of hours
measure proper amount of gas in the tube	500
(4) Tracing and following necessary patterns to reproduce shapes and sizes	100
(5) Splicing, maintaining uniform diameter in new work and repairs	300
(6) Tubulating the unit prior to pumping	500
(7) Color combinations of gas and powder to arrive at desired color	200
(8) Testing to assure proper functioning of tubing .	100
(9) Safety standards and laws applicable to sign industry	100
TOTAL	6,000

e. *Sign Painter (Maintenance)*

(1) Safe and proper utilization of tools and equipment necessary for the repair and maintenance of all types of signs and their components	1,500
(2) Accurate interpretation of blueprints and diagnosing and repairing all types of signs and their related components	200
(3) Repairing and maintaining neon signs and marquees	200
(4) Repairing and maintaining individual illuminated letter signs	600
(5) Repairing and maintaining time clocks, flashers, animators, gooseneck reflectors, black-light fixtures, time/temperature units, automated message boards, sign service components, and other devices peculiar to the sign industry	1,500
(6) Operating power-field equipment including, but not limited to, booms, hoisting equipment, and staging necessary for the repair and maintenance of all types of sign components and equipment	1,000
(7) Plastic Repair	100
(8) Repainting	100
(9) Testing procedures relative to the repair and maintenance of all types of signs	700
(10) Safety standards and laws applicable to the equipment and components used in the repair and maintenance of all signs	100
TOTAL	6,000

2. Work Experience Schedule for General Sign Displayer and Display and Exhibit Builder Apprentices

a. *Sign Painter (Display)*	*Number of hours*
(1) Care of tools and equipment	500
(2) Color mixing	500
(3) Preparing backgrounds	200
(4) Layout and design	2,000
(5) Lettering and photography	2,000
(6) Operation of cutting and sanding tools	600
(7) Knowledge of materials and paints	500
(8) Mounting of materials	500
(9) Spray painting—air brush	500
(10) Silk screen preparation and squeegee	500
(11) Safety laws and standards applicable to sign industry	200
TOTAL	8,000

b. *Display and Exhibit Builder*	
(1) Construction and crating—basic power machine operation, techniques, and maintenance	1,200
(2) Use and care of hand tools	400
(3) Design, blueprint reading, basic drafting, perspective drawings, and patternmaking	600
(4) Knowledge of materials—woods, fabrics, plastics, paper products, and paints	400
(5) Basic electrical wiring	400
(6) Preparing surfaces for finishing, filling, and sanding	400
(7) Painting—hand and spray, staining	400
(8) Metal fabrication—soldering, welding (arc and gas)	600
(9) Plastic fabrication—formica techniques and laminating	600
(10) Mounting of materials—maps, photographs and wall paper	400
(11) Assembling displays	200
(12) Carpeting, drapery, and bunting	200
(13) Miscellaneous activities	200
TOTAL	6,000

3. Work Experience Schedule for Screen Process Apprentices

a. *Sign Painter (Commercial Artist)*	*Number of hours*
(1) Layout roughs	300
(2) Techniques and equipment requirements	200
(3) Creative designing	2,500
(4) Use of type in application	600
(5) Ordering reproductions, photographs, etc.	500
(6) Lettering (brush, pen, and mechanical)	1,200
(7) Penciling in drawing	300
(8) Inking in drawing	200
(9) Pasteup, key line, and opaquing	300
(10) Proper selection of elements	300
(11) Finishing techniques	200
(12) Color, sketches, and separation	400
TOTAL	7,000

b. *Sign Painter (Screen Process Camera Operator)*	
(1) Proper use and care of equipment and accessories	500
(2) Mechanical operation of camera for various sizes and types of copy	500
(3) Exposing, developing, and fixing films of various types	800
(4) Use of halftone screen and color separation	1,200
(5) Chemical processes	300
(6) Use of photo films and papers	800
(7) Use of enlarging equipment	800
(8) Enlarging equipment	200
(9) Step and repeat process	300
(10) Filter use for dropping out color or improving copy	600
TOTAL	6,000

c. *Sign Painter (Screen Process Printer)*	
(1) Operation and maintenance of automatic and semiautomatic presses	3,000
(2) Frame construction and applying screen fabrics	500
(3) Types and methods of mixing colors, paint and ink and their components	1,200

	Number of hours
(4) Knowledge of adhering fluids, blackout solutions, screen materials, and production techniques	300
(5) Selecting and cutting stencils	300
(6) Squeegee techniques and materials	200
(7) Stock and stock handling	200
(8) Methods and problems of proper register	300
TOTAL	6,000

4. Work Experience Schedule for Sign Manufacturing Apprentices

a. *Sign Painter (Pattern and Layout)*

	Number of hours
(1) Letter design	4,000
(2) Blueprint reading	250
(3) Drafting	250
(4) Opaque projecting	400
(5) Photostating	100
(6) Pantographing	250
(7) Plastic forming techniques	250
(8) Sheet-metal fabrication techniques	250
(9) Steel structure fabrication	250
(10) Spray painting on plastic	500
(11) Pictorial painting on plastic	500
(12) Moldmaking techniques	250
(13) Plastic fabrication techniques	250
(14) Care of equipment	400
(15) Safety instruction	100
TOTAL	8,000

b. *Sign Painter (Metal Signmaker)*

(1) Blueprint reading	250
(2) Drafting	350
(3) Layout	1,000
(4) Fabrication techniques—cutting, shearing, brakeforming, punching, and drilling	2,000
(5) Machinery and hand tools	450
(6) Steel and aluminum welding techniques, including spot welding	750

	Number of hours
(7) Care of equipment	200
(8) Sign casting fabrication	350
(9) Letter fabrication	150
(10) Structural steel and support structures	1,200
(11) Wiring, fluorescent and neon, including sign servicing techniques	700
(12) Plastic face bracing requirements	400
(13) Building and Underwriter Laboratory codes applicable to sign construction and erection	200
TOTAL	8,000

c. *Sign Painter (Plastic Fabricator)*

(1) Blueprint reading and drafting	250
(2) Physical properties of plastic materials, cements, and adhesives	250
(3) Fabrication of patterns, letters, symbols, and other items made of plastic materials from blueprints, working drawings, and sketches	500
(4) Cutting, forming, fusing, cementing, screen processing, pressing, oven treating, and other processes utilized in the fabrication of plastics used in the sign industry	1,000
(5) Operation of table, band, and jig saws; hand and table routers; drills; polishers; hot and cold formers; jig makers, and care of above equipment	4,000
(6) Designing and building molds, jigs, and fixtures for forming sign faces, letters, and other items, using the necessary forming processes	1,000
(7) Pantographing, including techniques of template making	1,000
TOTAL	8,000

d. *Sign Painter (Spray)*

(1) Materials	200
(2) Color mixing	200
(3) Spray painting techniques for masking and finishing materials on plastic	1,000
(4) Spray painting techniques for spraying metal and wood	500
(5) Air brushing techniques	500

	Number of hours
(6) Translucent pictorial spraying on second surface of plastic faces	500
(7) Stencil cutting on plastic faces	200
(8) Screening translucent panels on plastic	250
(9) Letter design as related to spacing and face layout	500
(10) Care of equipment	150
TOTAL	4,000

APPENDIX C
APPRENTICE RECORDKEEPING

It is essential to maintain a current record of the progress and ability of apprentices with an accurate recordkeeping system, covering all pertinent points. A number of different types of recordkeeping systems are in use in different areas. Some systems include a variety of recordkeeping forms—daily, weekly, monthly—as well as final master charts summarizing the pertinent data recorded during the entire term of apprenticeship.

A biweekly form is shown on the next page. Other suggested recordkeeping forms may be obtained from the secretary of the National Sign, Display, and Allied Workers Industry Apprenticeship and Training Committee.

Samples of other recordkeeping systems may be obtained upon request through the field representatives of the Bureau of Apprenticeship and Training or State apprenticeship agencies.

Sign, Display, and Allied Workers Industry Apprentice Recordkeeping Report

Apprentice		Address	City
Employer		Address	City
Month	Year 19	Employer or supervisor sign here	Location of job above

Total hours required . . . . . .

Schedule	I Use of tools and equipment	II Background matter	III Care of equipment	IV Surface preparing	V Lettering	VI Layout and design	VII Process work	VIII Bulletins and walls	IX Pictorial painting	X Additional aids	Related Instruction: Hours of—	Related Instruction: Supervisor verify
Hours carried forward												
Date												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
											Total school hours	
Total hours to date												

Make comments or remarks on progress of apprentice on reverse side

Enter grand total here . . . . . .

U.S. DEPARTMENT OF LABOR • Employment and Training Administration
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT
BETWEEN
APPRENTICE AND EMPLOYER

CHECK APPROPRIATE BOX

☐ Veteran-era Veteran ☐ Other Veteran ☐ Nonveteran

PRIVACY ACT STATEMENT

The information requested herein is used for apprenticeship program statistical purposes and may not be released for stated without the express permission of the undersigned apprentice.

Privacy Act of 1974 - P.L. 93-579

The employer and apprentice whose signature appear below agree to these terms of apprenticeship.

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29 Code of Federal Regulations, Part 30; and in accordance with the terms and conditions of the (Name of Apprenticeship Standards) _____ which are made a part of this agreement.

The apprentice agrees to be diligent and faithful in learning the trade in accordance with this agreement.

This AGREEMENT may be terminated by mutual consent of the parties, stating reason(s), with notification to the Registration Agency.

NAME OF APPRENTICE (Type or Print)

SIGNATURE OF APPRENTICE

ADDRESS (Number, Street, City, State, ZIP Code)

SIGNATURE OF PARENT OR GUARDIAN

NAME OF EMPLOYER AND ADDRESS (Company)

SIGNATURE OF AUTHORIZED COMPANY OFFICIAL

APPROVED BY JOINT APPRENTICESHIP COMMITTEE

SIGNATURE OF CHAIRPERSON OR SECRETARY | DATE

REGISTERED BY (Name of Registration Agency)

TRAINING DATA

Trade	Apprenticeship Term
Probationary Period	Credit for previous experience
Term remaining	Date apprenticeship begins

TO BE COMPLETED BY THE APPRENTICE

DATE OF BIRTH (Month, Day, Year) ➤

SEX (Check one) ➤ ☐ Male ☐ Female

RACE/ETHNIC GROUP (Check one) ➤
☐ Caucasian/White
☐ Negro/Black
☐ Oriental
☐ American Indian
☐ Spanish American
☐ Information Not Available
☐ Not Elsewhere Classified

HIGHEST EDUCATION LEVEL (Check one) ➤
☐ 8th grade or less
☐ 9th grade or more
☐ 12th grade or more

SIGNATURE OF AUTHORIZED OFFICIAL | DATE (Mo., Day, Yr.)

GPO 000-000

ETA 8-128
Jan. 1976

U.S. DEPARTMENT OF LABOR • Employment and Training Administration
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT BETWEEN APPRENTICE AND JOINT APPRENTICESHIP COMMITTEE

CHECK APPROPRIATE BOX

☐ Veterans-ore Veteran ☐ Other Veteran ☐ Nonveteran

PRIVACY ACT STATEMENT

The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice.

Privacy Act of 1974 : P.L. 93-579

THIS AGREEMENT, entered into this date) ..... day of ..... 19 .....

between the parties to (Name of Joint apprenticeship standards) .....

.....

represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and

(Name of Apprentice) ....., born (Month, Day, Year) .....

..... hereinafter referred to as the APPRENTICE, and (if a minor) (Name of parent

or guardian) ..... hereinafter referred to

as the GUARDIAN.

WITNESSETH THAT:

The Committee agrees to be responsible for the education, placement, and training of said apprentice in the trade of .....

.....

as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work of said trade during the period of apprenticeship, in accordance with the regulations of the Committee. The apprenticeship standards referred to herein are hereby incorporated in and made a part of this agreement.

This AGREEMENT may be terminated by mutual consent of the signatory parties, upon proper notification to the registration agency).

SIGNATURE OF APPRENTICE

ADDRESS (Number, Street, City, State, ZIP Code)

SIGNATURE OF PARENT OR GUARDIAN

SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE, CHAIRPERSON

SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE, SECRETARY

NAME OF REGISTRATION AGENCY

TRAINING DATA

APPRENTICESHIP TERM	PROBATIONARY PERIOD
CREDIT (*By previous trade experience*)	TERM REMAINING

TO BE COMPLETED BY THE APPRENTICE

SEX (Check one): ☐ Male ☐ Female

RACE/ETHNIC GROUP (Check one):
☐ Caucasian/White
☐ Negro/Black
☐ Oriental
☐ American Indian
☐ Spanish American
☐ Information Not Available
☐ Not Elsewhere Classified

HIGHEST EDUCATION LEVEL (Check one):
☐ 8th grade or less
☐ 9th grade or more
☐ 12th grade or more

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL — DATE (Month, Day, Year)

GPO 000-000

ETA 8-515
Apr. 1978

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REGIONAL OFFICES, BUREAU OF APPRENTICESHIP AND TRAINING

Location	States Served	
Region I JFK Federal Bldg., Room 1001 Government Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
Region II 1515 Broadway, Room 3731 New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
Region III P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
Region IV 1371 Peachtree Street, N.E., Room 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
Region V Federal Bldg., Room 1, Fourth Floor 230 South Dearborn Street Chicago, Ill. 60604	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
Region VI 555 Griffin Square Bldg. Rm. 858, Griffin and Young Streets Dallas, Tex. 75202	Arkansas Louisiana New Mexico	Oklahoma Texas
Region VII Federal Office Bldg., Room 1100 911 Walnut Street Kansas City, Mo. 64106	Iowa Kansas	Missouri Nebraska
Region VIII Federal Bldg., Room 15440 1961 Stout Street Denver, Colo. 80202	Colorado Montana North Dakota	South Dakota Utah Wyoming
Region IX 450 Golden Gate Avenue, Room 9008 P.O. Box 36017 San Francisco, Calif. 94102	Arizona California	Hawaii Nevada
Region X 8014 Federal Office Bldg. 909 First Ave. Seattle, Wash. 98174	Alaska Idaho	Oregon Washington

STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprenticeship Services
Department of Economic Security
P.O. Box 6123
Phoenix, Ariz. 85005

Division of Apprenticeship Standards
Department of Industrial Relations
455 Golden Gate Avenue
P.O. Box 603
San Francisco, Calif. 94102

Colorado Apprenticeship Council
1177 Grant Street
Denver, Colo. 80203

Apprentice Training Division
Labor Department
200 Folly Brook Boulevard
Wethersfield, Conn. 06109

Delaware State Apprenticeship and Training Council
Department of Labor and Industry
618 North Union Street
Wilmington, Del. 19805

District of Columbia Apprenticeship Council
Room 1200
1100 Vermont Avenue, NW
Washington, D.C. 20005

Bureau of Apprenticeship
Florida Department of Commerce
1321 Executive Center Drive
Tallahassee, Fla. 32301

Apprenticeship Division
Department of Labor and Industrial Relations
825 Mililani Street
Honolulu, Hawaii 96813

Apprentice Training Division [1]
Kansas Apprenticeship Council
Department of Labor
401 Topeka Boulevard
Topeka, Kans. 66603

Kentucky State Apprenticeship Council
Capitol Plaza Tower, 12th Floor
Frankfort, Ky. 40601

Division of Apprenticeship
Department of Labor
1001 Land and Natural Resources Bldg.
Baton Rouge, La. 70804

Maine Apprenticeship Council
Department of Labor and Industry
State Office Bldg.
Augusta, Maine 04330

Maryland Apprenticeship and Training Council
Department of Labor and Industry
203 East Baltimore Street
Baltimore, Md. 21202

Division of Apprentice Training
Department of Labor and Industries
State Office Bldg.
Government Center
100 Cambridge Street
Boston, Mass. 02202

Division of Voluntary Apprenticeship
Department of Labor and Industry
Space Center Bldg., 5th Floor
444 Lafayette Road
St. Paul, Minn. 55101

Montana State Apprenticeship Council
Division of Labor Standards
1331 Helena Avenue
Helena, Mont. 59601

Nevada Apprenticeship Council
Department of Labor
Capitol Bldg.
Carson City, Nev. 89701

New Hampshire Apprenticeship Council
Department of Labor
1 Pillsbury Street
Concord, N.H. 03301

New Mexico Apprenticeship Council
Labor and Industrial Commission
1010 National Bldg.
505 Marquette, NW
Albuquerque, N.Mex. 87101

Bureau of Apprentice Training
Department of Labor
The Campus, Bldg. No. 12
Albany, N.Y. 12226

Division of Apprenticeship Training
Department of Labor
Raleigh, N.C. 27602

Ohio State Apprenticeship Council
Department of Industrial Relations
2323 West Fifth Avenue, Room 2290
Columbus, Ohio 43216

Apprenticeship and Training Division
State Office Bldg., Room 468
1400 S.W. Fifth Street
Portland, Oreg. 97201

Pennsylvania Apprenticeship and Training Council
Department of Labor and Industry
Labor and Industry Bldg., Room 1547
Harrisburg, Pa. 17120

Apprenticeship Division
Department of Labor
414 Barbosa Avenue
Hato Rey, P.R. 00917

Rhode Island Apprenticeship Council
Department of Labor
235 Promenade Street
Providence, R.I. 02908

Utah Apprenticeship Council
Industrial Commission
431 South Sixth East, Room 225
Salt Lake City, Utah 84102

Vermont Apprenticeship Council
Department of Industrial Relations
State Office Bldg.
Montpelier, Vt. 05602

Division of Apprenticeship Training
Department of Labor and Industry
P.O. Box 1814
Ninth Street Office Bldg., Room 334
Richmond, Va. 23214

Director of Apprenticeship and Training
Department of Labor
Christiansted, St. Croix, V.I. 00820

Apprenticeship Division
Washington State
Department of Labor and Industries
318 East Fourth Avenue
Olympia, Wash. 98504

Division of Apprenticeship and Training
P.O. Box 2209
Madison, Wis. 53701

[1] All agencies, with the exception of Kansas, operate under apprenticeship and/or training laws enacted by the legislature. The agency in Kansas functions under executive order of the Governor.

United States Department of Labor

Bureau of Apprenticeship and Training

Certificate of Registration

Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program in accordance with the standards recommended by the

Federal Committee on Apprenticeship

_____

_____

William H. Kelley

Certificate of Completion of Apprenticeship

United States Department of Labor

Bureau of Apprenticeship and Training

1776 American Revolution Bicentennial Year 1976

This is to certify that

has completed an apprenticeship in the trade of

under sponsorship of

in accordance with the standards recommended by the

Federal Committee on Apprenticeship

_____

_____

_____

William H. Kelley